

**METROPOLITAN PUBLIC DEFENDER'S OFFICE
NASHVILLE & DAVIDSON COUNTY**

Invites Applications For The Position Of:

Human Resources Analyst 1 – Public Defender



An Equal Opportunity Employer

Non-Civil Service Position

SALARY: \$40,948.08 - \$53,232.18 Annually

JOB TYPE: Full-time, Non-Civil Service

ISSUE DATE: 3/29/2021

CLOSING DATE: 4/12/2021 11:59 PM Central

The Metropolitan Public Defender's Office represents adults accused of crimes in Davidson County who cannot afford to hire a lawyer, and children in Davidson County charged with being delinquent and unable to hire a lawyer. Cases range from the simplest misdemeanor to complex capital murder cases. Our mission is to defend the liberty, honor and constitutional rights of the individuals, of all ages, whose cases have been entrusted to us. Through zealous advocacy, we strive not only to deliver excellence in our representation of each and every client, but also to stand with our clients and the community in working to create a more just, fair and compassionate legal system. The guiding principle of the Office is that each client is entitled to quality representation that recognizes the client's dignity and achieves the best possible outcome for the case. Our attorneys, investigators, social workers and support staff take great pride in providing a high level of service.

This is a non-Civil Service announcement. This position is responsible for performing standard Human Resources related duties in support of the Public Defender's Office. Performs other related duties as required.

Major Job Responsibilities

- Performs entry-level professional Human Resources duties in benefits administration
- Checks and maintains records which include personnel files and related paperwork
- Identifies personnel problems and recommends solutions
- Collects, enters, and organizes various forms of Human Resources data
- Maintains personnel data in the computer
- Assists with coordinating recruitment activities such as posting positions, monitoring the interview process, and conducting background checks
- Assists with coordinating Metro's required employee training
- Answers inquiries based on established policies, procedures and practices
- Keeps abreast of legislative, procedural and other changes related to human resources administration.

Preferred Experience, Knowledge, Skills and Abilities

- Knowledge of federal and state employment laws and regulations including EEO, FLSA, FMLA and ADA
- Knowledge of the principles and practices of personnel administration
- Ability to handle confidential information
- Ability to analyze complex data using a personal computer and the ability to generate reports from personnel databases
- Proficient computer skills in Word and Excel
- Professional-level Human Resources experience in a federal, state or local government agency.

Minimum Qualifications

Bachelor's degree from an accredited college or university.

****No substitution****

Candidates with accreditations earned in a foreign institute are encouraged to apply.

Note: Per Metro Ordinance No. SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.

The Metropolitan Public Defender's Office is an Equal Opportunity Employer, and does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities.

HOW TO APPLY

Resumes and cover letters will ONLY be accepted via e-mail and should be sent to PDApplicants@jnsnashville.gov

Requests for ADA accommodation for the recruitment process should be directed to Annette Crutchfield at (615) 880-3711 or AnnetteCrutchfield@jnsnashville.gov